



CITY OF ELY

501 Mill Street Ely, Nevada 89301
City Hall (775) 289-2430
www.Cityofelynv.gov

Building Official / Inspector

FLSA Status: Exempt

Created: 10/2020

Safety Sensitive: Yes

Last Revised: 08/16/2023

DEFINITION: The CITY BUILDING OFFICIAL / INSPECTOR plans, organizes, coordinates and performs Building Department activities which include building permit processing, plan reviews, preparing reports, correspondence, performing technical building inspection work to ensure construction and materials conform to approved plans, local zoning, building, fire, plumbing and mechanical codes. Works with developers, superintendents, and contractors to maintain code requirements and resolve problems relating to code compliance for commercial, industrial, and residential buildings.

DISTINGUISHING CHARACTERISTICS: This is both an administrative and field inspector journey level position who is fully competent to independently perform the full range of duties. Instruction and direction are received only when new or unusual situations arise.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- Inspects commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable building codes, ordinances, and regulations.
- Inspects foundation, concrete, steel, masonry, wood construction, framing, plastering, and a large variety of other complex and routine architectural and structural system elements.
- Inspects footings and grout for block walls and retaining walls.
- Confers with and provides information to developers, engineers, architects, property owners, and others regarding code requirements and alternatives and organization policies and procedures wherever possible.
- Inspects fire-damaged property for structural safety.
- Conducts examination of plans and specifications of new construction, additions, and alterations to residential and commercial buildings to determine compliance with the provisions of applicable construction codes, ordinances, and regulations.
- Inspects swimming pools and spas for steel, plumbing, gas, and electrical installations.
- Investigates complaints of existing buildings to determine appropriate usage and if hazardous or life safety conditions exist.
- Issues notices to comply when violations are identified.
- Maintains records of history of facts for possible legal actions.
- Maintains files and reports regarding inspection and plan check activities and findings.
- Attends and participates in meetings.
- Stays abreast of new trends and innovations in the field of building inspections.
- Develops and maintains knowledge of construction technology, methods, and materials.

- Performs administrative duties when needed, which include assisting customers at the counter, issuing permits, answering phones, scheduling inspections, typing correspondence and reports, filing and general office duties.
- Coordinates reviews with other City Departments

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Complex principles and techniques of building inspection and plans examining work;
- Building-related codes and ordinances enforced by the city;
- Basic principles of architectural and structural design and engineering mathematics;
- Pertinent federal, state, and local laws, codes, and regulations;
- Major types of building construction, materials, and methods;
- Accepted safety standards and methods of building construction for commercial and residential structures;
- Computer applications related to the work;
- Standard office practices and procedures, including filing and the operation of standard office equipment; and Record keeping principles and practices.

Skill to:

- Communicate effectively both orally and in writing;
- Understand, interpret, and apply policies and procedures; and
- Maintain accurate records.

Ability to:

- Learn to interpret and apply pertinent federal, state, and local laws, codes, and regulations;
- Learn to read and interpret complex building plans, specifications, and building codes;
- Learn to determine whether construction systems conform to city code requirements;
- Learn how to apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices;
- Make mathematical computations rapidly and accurately;
- Prepare clear and concise reports;
- Learn to enforce applicable codes, regulations, policies, and procedures with firmness and tact; and
- Establish and maintain effective working relationships with those contacted in the course of work.

Required Certifications and Licenses: Applicant must possess two or more building inspector certifications (such as Certified Building Official, Building Inspector, Plans Examiner, Mechanical Inspector, Electrical Inspector, ...) Possession of a valid driver's license

Experience and Training: Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Equivalent to two (2) years of college course work in construction inspection or technology, pre-engineering or a field related to the work or completion of a recognized apprenticeship in a recognized trade **AND** two (2) years of experience in building inspection.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Mobility to work in a typical office setting, use standard office equipment, and drive a motor vehicle in order to attend meetings and inspect properties. Strength and stamina to inspect various residential, commercial, or industrial properties or other facilities which may include standing for extended periods of time, stooping, kneeling, walking on uneven terrain at construction sites, and climbing ladders, scaffolding, and stairs. Strength to lift and carry up to 30 pounds at times. Ability to read printed materials and a computer screen. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS: Work is performed under the following conditions:

Majority of work is conducted outside in all types of weather conditions. Work is performed in construction zones and on uneven terrain with possible exposure to moving objects and vehicles. Possible hazards include but are not limited to sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, and toxic and caustic chemicals. Position may require travel by car from the office to a work site.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date signed